

**CITY OF MIDDLETOWN-PURCHASING OFFICE
MUNICIPAL BUILDING, ROOM 112
245 DEKOVEN DRIVE
MIDDLETOWN, CT 06457
860-638-4895**



**CITY OF MIDDLETOWN
REQUEST FOR PROPOSAL TO PROVIDE
SCHOOL READINESS AND CHILD DAY CARE PROGRAM**

RFP#2016-009

**MAYOR'S OFFICE
BOARD OF EDUCATION**

Proposals due on March 4, 2016 at 3:00 P.M.

Questions: Please contact Jessica Stewart at (860) 346-7354

**Carl R. Erlacher
Director of Finance and Revenue Services**

**SCHOOL READINESS GRANT PROGRAM
REQUEST FOR PROPOSALS
CITY OF MIDDLETOWN**

The City of Middletown will accept proposals from currently funded programs only for a period effective July 1, 2016- June 30, 2017. Proposal documents with completed questionnaires will be accepted until: **March 4, 2016 at 3:00 P.M.** for the following:

**RFP #2016-009
SCHOOL READINESS AND CHILD DAY CARE PROGRAM**

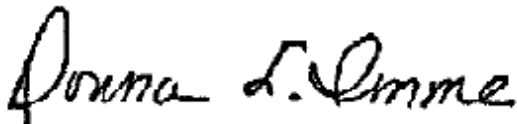
Proposal documents may be obtained by downloading it from the School Readiness Website. **All questions concerning this proposal should be directed to Jessica Stewart, Coordinator of Middletown's School Readiness Program, at 346-7354.**

Proposals shall be addressed to Donna Imme, Supervisor of Purchases, City of Middletown, 245 DeKoven Drive, Middletown, CT 06457 and shall be submitted sealed and marked as described in these specifications.

Proposal documents, amendments to proposals or withdrawals of proposals received after the time set for the receipt of proposals **will not be considered**. The City of Middletown reserves the right to waive any defect or irregularity in any proposal and shall reserve the right to reject any or all proposals.

All firms submitting a proposal with questionnaire are subject to and must comply with the equal opportunity and non-discriminatory provisions set forth in the Affirmative Action Plan of the City of Middletown.

Dated: **02/18/2016**



Middletown, Connecticut
Donna L. Imme, CPPB
Supervisor of Purchases

**School Readiness Grant Program
Fiscal Year 2017**

(July 1, 2016 – June 30, 2017)

PRIORITY LOCAL REQUEST FOR PROPOSAL Year 2

**Legislative Authority
Connecticut General Statutes (CGS)
Sections 10-16o through 10-16u**

Purpose of Grant as outlined in Connecticut General Statutes Section 10-16o is to:

- (1) provide open access for children to quality programs that promote the health and safety of children and prepare them for formal schooling;
- (2) provide opportunities for parents to choose among affordable and accredited programs;
- (3) encourage coordination and cooperation among programs and prevent the duplication of services;
- (4) recognize the specific service needs and unique resources available to particular municipalities and provide flexibility in the implementation of programs;
- (5) prevent or minimize the potential for developmental delay in children prior to their reaching the age of five;
- (6) enhance federally funded school readiness programs;
- (7) strengthen the family through: (A) encouragement of parental involvement in a child's development and education; and (B) enhancement of a family's capacity to meet the special needs of the children, including children with disabilities;
- (8) reduce educational costs by decreasing the need for special education services for school age children and to avoid grade repetition;
- (9) assure that children with disabilities are integrated into programs available to children who are not disabled; and
- (10) improve the availability and quality of school readiness programs and their coordination with the services of child care providers.

It is expected that all children who participate in quality school readiness programs will demonstrate the skills at kindergarten entry that have been delineated in **THE EARLY LEARNING AND DEVELOPMENT STANDARDS (ELDS)**. The Office of Early Childhood (OEC) will provide guidance on professional development opportunities, and documents related to alignment between the Preschool Assessment Framework and the ELDS. We expect programs to make the transition to the ELDS while seeking the appropriate guidance and support.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
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SECTION I

DIRECTIONS

New agencies or programs applying for FY 2017 School Readiness Grant Program funds must submit the entire grant application to their local School Readiness Council for approval.

Please note that in order for applications to be considered for funding:

1. **No “NEW” application will be excepted at this time.**
2. **Currently funded agencies/programs re-applying for funding, please submit 1 original document to:**

Donna Imme, Supervisor of Purchases, City of Middletown, 245 DeKoven Drive, Middletown, CT 06457 by 3 pm on March 4, 2016.

3. **Program must be in compliance with all policies and requirements for School Readiness. For copies of School Readiness General Policies (GP), contact your local School Readiness Liaison or visit <http://www.ct.gov/oec/generalpolicies>.**

SCHOOL READINESS POLICIES AND REQUIREMENTS

Accreditation/Approvals - Grantees must ensure that all sites are licensed by the OEC. If license exempt, the Licensing Status Verification Form (see Appendix B) must be completed and submitted with the application and one of the following:

- Accredited by the National Association for the Education of Young Children (NAEYC);
 - For currently accredited sites, submit a copy of your NAEYC certificate and maintain your accreditation status; and
 - For new sites not currently accredited, there is a three-year window in which you must achieve accreditation and submit your certificate. The three-year window commences the month the site begins to serve school readiness children. **Accreditation must be achieved prior to the end of the third year. All documents must be included in the attachments section of the RFP.**
- or**
- Awarded Federal Head Start status.

Teacher Education Requirement—Each classroom that provides services under the school readiness grant must be staffed, according to General Policy A-01 by:

- a teacher, who at minimum, has a Child Development Associate (CDA) credential and 12 credits in early childhood education or child development from an institution of higher learning accredited by the Board of Regents; **or**
- a teacher who has an Associate Degree or a four-year degree with 12 credits in early childhood education or child development from an institution of higher learning accredited by the Board of Regents; **or**
- a teacher who has a Connecticut teaching certificate with an early childhood or special education endorsement.

By July 1, 2017, any program accepting state funds from the School Readiness Grant, Child Day Care Contracts, or State Head Start Funds, must have at least 50 percent of teachers assigned to each classroom in the program hold a Bachelor's Degree with an early childhood concentration and the remainder hold an Associate's Degree with an early childhood concentration. By July 1, 2020, there needs to be a teacher in each classroom that holds a Bachelor's degree with an early childhood concentration (see General Policy A-01 for guidance).

Any school readiness classroom operated by a public school must employ appropriately certified teaching staff if one or more children in the class is claimed on the Education Cost Sharing reimbursement.

License – Each program site must hold a current license from the OEC. Program sites claiming exemption from licensing must request that the Superintendent of Schools complete a Licensing Status Verification Form (in the attachments section of the RFP). All licensed exempt sites must meet health and safety standards required for licensed sites.

Program Types – Program sites must offer space types that meet one of the following requirements as outlined in **GP B-04. Please refer to GP B-04 for minimum attendance requirements:**

- **Full-Day/Full-Year** – site must provide preschool services 5 days per week, 10 hours per day, for a minimum of 50 weeks per year and adhere to the policy for an alternative plan of care outlined in **GP B-04**.
- **School-Day/School-Year** – site must provide preschool services for 5 days per week, a minimum of 6 hours per day for a minimum of 180 consecutive days.
- **Part-Day/Part-Year** – site must provide preschool services for children not enrolled in any other program for a minimum of 2.5 hours per day, 5 days per week for 180 consecutive days.
- **Extended Day** – site must provide services that extend the hours per day, days per week and weeks per year for children in an existing part-time program, not funded by school readiness. This space type is intended to provide children enrolled in a part-time service to receive a Full-Day/Full-Year program (5 days per week, 10 hours per day, 50 weeks and adhere to the policy for an alternative plan of care outlined in **GP B-04**).

The Every Student Succeeds Act of 2015 (ESSA) – Public preschool programs, administered by the SEA or LEA, must ensure that homeless children have access to programs as provided to other children.

GRANT SUBMISSION INFORMATION

Date of Board Acceptance

IF the submission of the application for the Local RFP for School Readiness and Grant Program requires the official approval and/or endorsement of any Board or like body (e.g., town council, etc.), the approval and/or endorsement of such body should be submitted with the grant application.

Freedom of Information Act

All of the information contained in the grant application submitted in response to the Local RFP for the School Readiness Grant Program is subject to the provisions of Chapter 3 of the Connecticut General Statutes (Public Records and Meetings and Freedom of Information Act (FOIA) Sections 1-13 through 1-21K). The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency, as defined in the statute, are public records and every person has the right to inspect and receive a copy of such records.

Obligations of Grantees and Sub-Grantees

All bidders are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in Connecticut General Statutes Section 4a-60, 4a-60a and Sections 4a-68j-I et seq. of the Regulations of Connecticut State Agencies. Furthermore, the grantee must submit periodic reports of its employment and sub-contracting practices in such form, in such manner and in such time as may be prescribed by the Commission on Human Rights and Opportunities.

State Monitoring and Evaluation

The OEC, or its designee, may conduct site visits to grantees and sub-grantees funded under this grant program to monitor a community's progress and compliance with the intent of the legislative act and in accordance with the RFP.

Management and Control of the Program and Grant Consultation Role of the State

The sub-grantee will have overall management control of the grant. While state agency staff may be consulted for their expertise, they will not be directly responsible for the selection of sub-grantees or vendors, nor will they be directly involved in the expenditure and payment of funds obligated by the grantee or sub-grantee.

Reporting Requirements

Within 60 days after the close of the fiscal year, each sub-grantee must file a financial statement of expenditures with the Municipality on such forms as the Municipality and/or the OEC may require.

The applicant must complete and submit the monthly data reports to the Municipality at the end of each month.

The applicant awarded a grant must also submit a final project report using the assessment measure adopted by the OEC. Applicants should identify the outcomes achieved over the course of each funding year and the progress towards achievement of an applicant's outcomes

Review of Applications and Grant Awards

The Municipality reserves the right to make a grant award under this program without discussion with the applicants. Therefore, applications should be submitted which present the project in the most favorable light from both technical and cost standpoints.

Reservations and Restrictions

The OEC reserves the right not to fund an applicant or grantee if it is determined that the grantee cannot manage the fiscal responsibilities required under this grant or is out of compliance with policies governing this grant. In turn, the Municipality reserves the right not to fund an applicant or a sub-grantee

if it is determined that the sub-grantee cannot manage the fiscal responsibilities required under this grant program or is out of compliance with policies governing this grant.

Delivery of Applications

Delivery of the Local RFP for the School Readiness Program application is required by 3 pm on Friday, March 4, 2016.

1. 1 Original RFP with signatures must be delivered to:

Donna Imme, Supervisor of Purchases, City of Middletown, 245 DeKoven Drive, Middletown, CT 06457 and shall be submitted sealed and marked as described in these specifications, **IRRESPECTIVE OF POSTMARK DATE**. Faxed or scanned copies of signatures will not be accepted.

IMPORTANT NOTE: Failure to submit the Local RFP grant application on time may result in the exclusion of the grant application or a delayed issuance of the grant award to the eligible applicant.

Final Approved Grants must be delivered on a Flash drive to the School Readiness office. Arrangements for this will be made after School Readiness Council approval of funds.

Jessica Stewart, School Readiness
Coordinator
299 Wadsworth Street
Middletown, CT 06457
stewartj@mpsct.org

Other criteria which may assist in the local administration of this program, may be added to this Local Request for Proposal, as long as the Local Council clearly identifies and/or attaches the additional material requested by the School Readiness Council. The attachments must accompany the municipalities' grant submission materials to the OEC.

GLOSSARY/DEFINITIONS

Connecticut Frameworks – The “**CONNECTICUT EARLY LEARNING AND DEVELOPMENT STANDARDS**” and “**CONNECTICUT PRESCHOOL ASSESSMENT FRAMEWORK**” are the guides for programs to use in the implementation and necessary adjustments to the curriculum and experiences that support children in the development of skills and knowledge. Please visit this website for more information <http://www.ct.gov/oec/cwp/view.asp?a=4541&q=536726>

General Policies Communication System – General Policies (GPs) are issued to provide guidance to councils and providers concerning school readiness policies and procedures. A copy of these General Policies documents should be maintained and followed. **General Policies are posted on the OEC web site at <http://www.ct.gov/oec/generalpolicies>.**

Inclusion/Integration – It is expected that all children with and without disabilities shall have access to school readiness programs. Programs must adhere to the requirements of the **ADA** and the **IDEA** that require that no child be excluded on the basis of a disability.

Learning Experience Plan – A Learning Experience Plan describes both the learning expectations for children, as well as the teaching strategies that support all children across varying levels of development and the setting in which the experiences are planned to occur.

Outcomes – Those skills that children with a quality preschool experience are expected to demonstrate when entering kindergarten. For more information and guidance, see the publications **CONNECTICUT EARLY LEARNING AND DEVELOPMENT STANDARDS** and **CONNECTICUT PRESCHOOL ASSESSMENT FRAMEWORK** that are available on at: <http://www.ct.gov/oec/cwp/view.asp?a=4541&q=536726>.

Parent Fees & Sliding Fee Scale – The amount of money parents are required to pay for participation in the School Readiness program is based on the sliding fee scale or is stated on their childcare certificate. Fees must be used to support the activities of the School Readiness program that the child is attending. The School Readiness Council may choose to exempt only Part-Day/Part-Year Programs from this requirement. For additional information, see **General Policy B-01 and B-02**.

A scale of fees based on income and family size. For all children, except those with a childcare certificate, the programs must use the Sliding Fee Scale to determine the fees charged to parents for School Readiness programs, in accordance to policy guidelines provided by their local School Readiness Council.

Program Standards – Programs who either have or are seeking NAEYC accreditation must meet the NAEYC standards. Head Start programs must meet the Head Start Program Performance Standards. For additional information, see **General Policy GP A-02 and B-05**.

Quality Components – The 11 components required of School Readiness programs by the legislation include collaboration, parent involvement, health, nutrition, pre-literacy practices, family literacy, admission policies, transition to kindergarten, professional development, sliding fee scale and an annual program evaluation (see pages 9 to 13 for a complete listing of the 11 components).

Teacher – Each classroom that provides services under the School Readiness Grant must be staffed for all operating hours of the day for Part-Day and School-Day spaces and for six hours per day for Full-Day spaces by a teacher who has an Associate’s Degree or a four-year degree with 12 credits in early childhood education or child development from an institution of higher learning accredited by the Board of Governors of Higher Education; or a teacher who has a Connecticut teaching certificate with an early childhood endorsement. **For additional information, see General Policy A-01 and A-03.**

Professional Learning for Teaching Staff - Twelve (12) hours of professional learning are required annually for teaching staff. Teachers must participate in a minimum of two (2) professional development trainings each year focused on early childhood development, or topics directly related to the field of early childhood education and one (1) training in serving children with disabilities. New staff must have or obtain specific training in pre-literacy skill development and in racial and ethnic diversity within the first year of hiring.

GRANT COVER PAGE

DUE DATE

(Determined by local School Readiness Council)

March 4, 2016

SUBMISSION INFORMATION

Agency Name: _____
Street Address: _____
City, State, Zip _____
Primary Contact Person: _____ **Email:** _____
Telephone: _____ **Fax:** _____

Please check one: New Agency/Program _____ Existing
Agency/Program ☒ _____

PROGRAM FISCAL AGENT (To be completed if the Fiscal Agent is other than the applicant agency)

Agency Name: _____
Street Address: _____
City, State, Zip _____
Primary Contact Person: _____ **Email:** _____
Telephone: _____ **Fax:** _____

STATEMENT OF ASSURANCES

- 1. The Statement of Assurances Signature Page included in this grant must provide the authorized signatures of the applicant agency (e.g., mayor and superintendent of schools). Please note that the authorized signatures of the eligible applicant must also be provided on the cover page of the grant application submitted with the grant (see application instructions).**

Applicants need only submit the Statement of Assurances Signature Page with submission of their grant application.

STATEMENT OF ASSURANCES

CONNECTICUT OFFICE OF EARLY CHILDHOOD STANDARD STATEMENT OF ASSURANCES GRANT PROGRAMS

PROJECT TITLE: SCHOOL READINESS GRANT PROGRAM

THE APPLICANT: _____ **HEREBY ASSURES THAT:**

- A.** The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B.** The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C.** The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D.** The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the Connecticut Office of Early Childhood and the Connecticut State Department of Education;
- E.** Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F.** Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G.** The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education for the Office of Early Childhood, including information relating to the project records and access thereto as the Connecticut Office of Early Childhood and Connecticut State Department of Education may find necessary;
- H.** The Connecticut Office of Early Childhood reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;

I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;

J. The applicant will protect and save harmless the Office of Early Childhood and State Department of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;

K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

L. REQUIRED LANGUAGE (NON-DISCRIMINATION)

References in this section to “contract” shall mean this grant agreement and to “contractor” shall mean the Grantee.

(a) For purposes of this Section, the following terms are defined as follows:

- (1) "Commission" means the Commission on Human Rights and Opportunities;
- (2) "Contract" and “contract” include any extension or modification of the Contract or contract;
- (3) "Contractor" and “contractor” include any successors or assigns of the Contractor or contractor;
- (4) "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.
- (5) “good faith” means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- (6) "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- (7) "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- (8) "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- (9) "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and
- (10) "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or

improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

(b)

(1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

(c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

(d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

(e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions

for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

(f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.

(g)

(1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.

(h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

M. The grant award is subject to approval of the Connecticut Office of Early Childhood and availability of state or federal funds.

N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

O. The Connecticut Office of Early Childhood reserves the right to negotiate terms, including the withholding of funds, based on the grantee's inability to comply with the assurances.

P. The Connecticut Office of Early Childhood reserves the right to de-fund sub-grantees of the School Readiness Council based on the sub-grantee's inability to comply with School Readiness General Policies.

STATEMENT OF ASSURANCES SIGNATURE PAGE

I, the undersigned authorized official; do hereby certify that these assurances shall be fully implemented.

Signature of Official:

Name: (please type)

Title: (please type)

Date:

To Be Signed ONLY if the Fiscal Agent is other than the Program applying for the funds:

Signature of Fiscal Agent: _____ **Date:** _____

Name & Title (Please print): _____

BUDGET AND JUSTIFICATION

- A. **The ED114, Budget Justification and Fiscal Agent form is now an Excel Workbook**, contact your local School Readiness Liaison at stewartj@mpsct.org or 860-346-7354 to obtain this form. The ED114 is tab one, the budget justification is tab 2, and tab 3 is the fiscal agent form. The **ED114** is a detailed line item budget that reflects the programs requested use of funds for the proposed space capacity represented in this RFP for the FY 2017. (*Budget total must equal the requested School Readiness funds.*)
- B. On the **Budget Justification Tab**, provide a brief explanation justifying each line item expenditure proposed in the grant budget. Justifications for line item expenses must reflect program needs relative to ensuring that space/capacity expansion and quality program standards.
- C. Fiscal Agent Form Tab 3

PLEASE NOTE: There are no indirect costs or carry-over funds allowed. All funds must be spent by June 30, 2017. A new ED114 budget form will be required each year.

Budget Object Codes

I. General Description

The Connecticut State Department of Education is using object code definitions from the United States Department of Education publication "Financial Accounting for Local and State School Systems." (<http://nces.ed.gov/pubs2009/2009325.pdf>) Per federal definition, an object is used to describe the service or commodity obtained as the result of a specific expenditure. For a specific grant, it may be necessary to modify what can be included in a given object based on the grant legislation. Please review the instructions for specific grant budget development carefully.

II. Master Budget Form Object Code Descriptions/Includable Items

111A Non-Instructional

Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll including overtime salaries or salaries paid to employees of a temporary nature.

111B Instructional

Salaries for employees providing direct instruction/counseling to pupils/clients. This category is used for both counselors and teachers. Include all salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees. Substitute teachers or teachers hired on a temporary basis to perform work in positions of either a temporary or permanent nature are also reported here. Tutors or individuals whose services are acquired through a contract are not included in the category. A general rule of thumb is that a person for whom the grantee is paying employee benefits and who is on the grantee payroll is included; a person who is paid a fee with no grantee obligation for benefits is not.

200 Personal Services - Employee Benefits

Amounts paid by the grantee on behalf of the employees whose salaries are reported in objects 100 or 111A and 111B. These amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services. Included are the employer's cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation and workmen's compensation insurance.

320 Professional Educational Services

Services supporting the instructional program and its administration. Included are curriculum improvement services, assessment, counseling and guidance services, library and media support, and contracted instructional services.

321 Tutors (Instructional Non-Payroll Services)

Payments for services performed by qualified persons directly engaged in providing learning experiences for students. Include the services of teachers and teachers' aides who are not on the payroll of the grantee.

322 In-service (Instructional Program Improvement Services)

Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, in-service training specialists, etc., who are not on the grantee payroll.

323 Pupil Services (Non-Payroll Services)

Expense for certified or licensed individuals who are not on the grantee payroll and who assist in solving pupils' mental and physical problems. This category includes medical doctors, therapists, audiologists, neurologists, psychologists, psychiatrists, contracted guidance counselors, etc.

324 Field Trips

Costs incurred for conducting educational activities off site. Includes admission costs to educational centers, fees for tour guides, etc.

325 Parental Activities

Expenditures related to services for parenting including workshop presenters, counseling services, baby-sitting services, and overall seminar/workshop costs.

330 Employee Training and Development Services

Services supporting the professional and technical development of school district personnel, including instructional, administrative, and service employees. Included are course registration fees (that are not tuition reimbursement), charges from external vendors to conduct training courses (at either school district facilities or off-site), and other expenditures associated with training or professional development by third-party vendors.

340 Other Professional Services

Professional services other than educational services that support the operation of the school district. Included, for example, are medical doctors, lawyers, architects, auditors, accountants, therapists, audiologists, dieticians, editors, negotiations specialists, paying agents, systems analysts, and planners.

341 Audit

Direct cost for the audit of the grant program by an independent auditor. This category is separated from object code 340 as many grants do not include this cost as an eligible grant expenditure.

400 Purchased Property Services

Services purchased to operate, repair, maintain, and rent property owned or used by the grantee. These services are performed by persons other than grantee employees. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

500 Other Purchased Services

Amounts paid for services rendered by organizations or personnel not on the payroll of the grantee (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

600 Supplies

Amounts paid for items that are consumed, worn out, or deteriorated through use, or items that lose their identity through fabrication or incorporation into different or more complex units or substances.

700 Property

Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment.

A. SCHOOL READINESS PROGRAM DATA

Please contact the local School Readiness Liaison for a copy of this Excel Workbook

C. Licensing Status Verification Form (Public School, Non-licensed programs only)

Licensing Status Verification Form

School Readiness Grant Program

(must be submitted annually by license exempt programs)

Connecticut General Statutes, Section 19a-77(b) provides that a program administered by a public school system is not required to be licensed to operate. In addition, the licensing requirement does not apply to programs administered by private schools that are approved by the State Board of Education and have filed a yearly attendance form with the Connecticut State Department of Education (CSDE). "Administered by" means that a public school system or a CSDE approved private school retains responsibility for the management and oversight of the program and for the program staff and the children served.

If a School Readiness grantee submits to the CSDE sub-grantee applications with sites that are not licensed by the Department of Public Health to provide child day care, the grantee must complete this form for each non-licensed site. One of the following persons must complete and sign this form, as appropriate: the superintendent of schools, charter school director, administrator of a CSDE approved private school or executive director of a Regional Education Service Center (RESC).

Please check the appropriate boxes below with an "X", provide your signature, and indicate whether your board of education, charter school, CSDE approved private school or RESC administers the program.

_____ located at _____.
(Name of Program) (Program Address)

_____ **Yes**, the ☐ board of education, ☐ charter school, ☐ CSDE approved private school, ☐ RESC administers the above named program and therefore retains responsibility for the management and oversight of such program, for the staff employed at the program and the children attending the program. This arrangement is effective from: (start date): _____ to (end date): _____.

_____ **No**, the ☐ board of education, ☐ charter school, ☐ CSDE approved private school, ☐ RESC does not administer the above named program and does not retain responsibility for the management and oversight of such program, for the staff employed at the program and the children attending the program.

_____, ☐ Superintendent of Schools _____
Signature ☐ Charter School Director Printed Name
☐ CSDE Approved Private School Administrator
☐ RESC Executive Director

for the _____ ☐ Board of Education
Name of Grantee ☐ Charter School
☐ CSDE Approved Private School
☐ RESC

at _____ (_____) _____ - _____
City or Town Phone Number

D. STAFFING

All staff working with children in School Readiness sites and managing a School Readiness site must be registered in the Early Childhood Professional Development Registry (**Please refer to GP A-01**). The OEC uses the Registry system to verify staff qualifications in association with meeting the requirements of the RFP and annual program evaluation.

In this application, all programs must electronically submit the following Registry reports:

1. Staff Qualifications Detail Report (please include proof of submitting updated staffing educational documents)
2. NAEYC Candidacy Staff Report

E. OTHER ATTACHMENTS:

- Copy of the program calendar